



JOB SPECIFICATION

Code 15210
Grade PM 125

ART MUSEUM SENIOR EDUCATION CURATOR

General Purpose

Under direction, supervise and recruit museum's volunteer tour guides and public education programs.

Typical Duties:

Plan, implement and direct a variety of public educational programs. Involves: Develop, prepare, conduct and/or supervise the museum's educational programs that include outreach to schools, civic and service organizations and other public and private organizations. Make and supervise support staff in formal presentations. Research, design, write and print interpretive materials, exhibition brochures, press releases, gallery guides and regional publications. Prepare written materials for publication and distribution including the museum calendar of upcoming programs, activities and events. Develop and coordinate plans, promotions and gallery events.

Supervise the tour guide program and training. Involves: Research historical information for art work and artifacts and prepare lectures and written materials for the temporary, traveling and permanent exhibitions. Prepare and approve training materials. Create, monitor, evaluate and conduct art history and formal docent training classes for the public. Assess training effectiveness based on development of evaluation tools and analysis of program evaluations and implement changes. Recruit volunteers. Monitor and coach docent job performance. Adjust training to improve tour content. Schedule docents and maintain work records. Respond to tour inquiries. Schedule and conduct gallery tours.

Perform administrative duties as assigned. Involves: Read and edit written matter by other museum divisions. Lecture at regional and national level about museum programs, art education or art history. Network and develop museum programs for teachers and students in El Paso and surrounding areas. Promote programs and activities through contact with media. Maintain activity records and prepare related reports.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of research and analysis of art work and their history.
- Application of considerable knowledge of art education methods, practices and techniques.
- Application of considerable knowledge of the use, care and application of audio/visual equipment in training and presentations.
- Application of good knowledge in the utilization of computer hardware, software and peripherals to develop presentations, graphics, publications and invitations museum events.
- Application of good knowledge of supervisory practices and procedures.
- Application of good knowledge of the training, supervising and scheduling of docents.
- Application of good knowledge of the recruitment, training, supervising and recognizing volunteers.
- Application of some knowledge of public relations, marketing and customer service methods and practices.
- Interpretation of applicable federal, state, and City laws, rules, regulations, related to historical preservation of art work, native and regional artifacts, state and local labor and occupational safety and health rules and regulations.



JOB SPECIFICATION

Code 15210
Grade PM 125

ART MUSEUM SENIOR EDUCATION CURATOR

- Establish and maintain effective working relationships with coworkers, docents, volunteers, officials, contractors, granting agencies, foundations and the general public.
- Clear, concise oral and written communication to respond to media inquiries, prepare marketing and advertisement and other management level reports.

Other Job Characteristics

- Occasional lifting, carrying and transporting and setting up of audio/visual materials and equipment weighing up to 25 pounds.
- Frequent public presentations.
- Work extended hours, weekends and holidays.

Minimum Qualifications

Education and Experience: A Master's degree in art education, museum studies, art history or related field, and two (2) years of museum educational program experience.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.



JOB SPECIFICATION

Code 15210
Grade PM 125

ART MUSEUM SENIOR EDUCATION CURATOR

Linda Ball Thomas, Human Resources Director

Yolanda Alameda, MCAD Director